

FORT BRAGG OCS APPLICATION CHECKLIST

The following documents are required as part of the OCS application. These requirements can be found in the governing Army Regulations, AR 350-51 (U.S. Army Officer Candidate School).

1. **COVER SHEET** – Administered by Brigade S- 1, Human Resources Technician. This is the last item to complete for this packet.

2. **DA Form 61** – Must be original. Copies will not be accepted.

Branch Choices on the DA Form 61:

List Branches as one through ten.

The following branches are not considered accession branches and should not be selected on the DA Form 61 as branch choices: CA, SS, AN, CH, DE, JA, MC, SP, VC.

All Warrant Officer Aviators who wish to be commissioned aviators will list AV as their only branch. Enlisted soldiers who want to be considered for Aviation (AV) branch must list it as their first branch choice and must submit with the OCS application the results of an AFAST (passing score 90) and a copy of a Class 1A Flight Physical. (It is desired that they have a baccalaureate degree. You CANNOT BE AGE 30 or over to be considered for AV).

To be considered for MS branch the soldier must have a baccalaureate degree and should list MS as first branch choice.

All male applicants must select two combat arms, two combat support arms, and two combat service support arms. (As a minimum one combat arms branch must be among the top three choices provided they are medically qualified.) All female applicants must select one combat arms, two combat support arms, and two combat service support arms.

Combat Arms Branches	Combat Support Arms Branches	Combat Service Support Arms Branches	Special Branches	(DO NOT SELECT)
AD	MP	AG	MS	CA
AR (Males Only)	SC	OD		SS
IN (Males Only)	MI	FI		AN
FA (Males Only)	EN	QM		CH
AV	CM	TC		DE
EN				JA
				MC
				SP
				VC

There are two spaces on this form for the company and battalion commander's endorsements. The remarks section must include comments and a recommendation on requests for waiver. The rationale to support the recommendation is crucial. Additional comments in the remarks section are optional. **The OCS board members believe that this section on the DA Form 61 is the proper place to endorse applicants by the chain of command and does not desire to see "See attached Recommendation."**

Soldiers without a baccalaureate degree must place the following statement in item 41 (remarks): **"I understand that in order to be promoted to the grade of Captain, I must possess a baccalaureate degree from an accredited institution."** Soldiers with 9 ½ or more years on Active Federal Service must enter the following statement in item 41 (remarks): **"I understand that under current Army policy I may be required to retire after 20 years Active Federal Service and that I will not retire as a commissioned officer if I do not have a minimum of 10 years Active Federal Commissioned Service."** In item 41 applicants can also list leadership positions (such as captain of baseball/football/soccer team, editor of school newspaper, etc.) or awards, (such as honor graduate, outstanding athlete, etc.) that you he/she held/received in civilian life that are not listed elsewhere in the application and date received.

3. **DA Photograph** – There must be 3 original photographs. The photograph can be full size or three-quarter size. Both are acceptable. **DO NOT STAPLE OR GLUE TO BOND PAPER 396-7339/4574**

4. **Waivers**.- (All waivers must be submitted on a DA Form 4187 signed by soldier and immediate Commander. Multiple waiver requests may be consolidated on one DA Form 4187.)

a. **AGE** – Soldiers over 30 years of age at time of enrollment in OCS must request an age waiver. A simple statement such as "I request a waiver of age in order to be considered for OCS." is sufficient.

b. **TIME IN SERVICE** – Soldiers with 9 1/2 or more years active federal service must request a TIS waiver. The following must be stated: "I request a waiver of TIS in order to be considered for OCS. I understand that I may be required to retire after completing 20 years active Federal service and that I may not retire as a commissioned officer unless I have completed 10 years active Federal commissioned service."

c. **OFFENSES** - Soldiers who have had civil or military offenses must request a waiver. A simple statement such as "I request a waiver of the following offense(s) in order to be considered for OCS:" Indicate the offense, date and place it occurred and the punishment imposed. The applicant must submit a paragraph explaining circumstances of offense. (excludes minor traffic violations with a fine or forfeiture of \$250 or less).

d. **COMMISSIONED Warrant Service** – Warrant Officers who are commissioned

must request a waiver of commissioned service. A simple statement such as "I was commissioned on (date) and request a waiver in order to be eligible for OCS consideration."

5. **College Transcripts.** - Minimum requirement - 90 semester hours from accredited college(s). This minimum is not waiveable.

- **NO BACCALAUREATE DEGREE** - Submit ALL transcripts and a **statement from installation education center** that transcripts have been reviewed, total number of nonduplicate semester hours completed and overall Grade Point Average (GPA).

- **BACCALAUREATE DEGREE** – Submit transcript which must state degree was awarded and contain final GPA - If transcript does not state degree was awarded also submit a copy of the degree certificate. If the transcript does not contain overall GPA, also submit a statement from education center showing what amount the GPA should show.

ACE, CLEP, DANTES, should be listed on a college transcript to ensure college acceptability.

A soldier who does not have a baccalaureate degree must include the following statement in item 41 of the DA Form 61: "I understand that in order to be promoted to the grade of Captain, I must possess a baccalaureate degree from an accredited institution."

6. **ACT or SAT** – Results (original or copy - ACT/SAT should not be over 6 years old.) Minimum ACT score for OCS is 19, minimum SAT score for OCS is 850. Since the new SAT went into effect in March 2005, no minimum score has been established for that new test; therefore, SAT test scores older than 6 years will be accepted.

** 90 or more hours of college but no degree – SAT/ACT required.

** 90 or more hours of college which includes an Associate Degree – SAT/ACT required.

** Baccalaureate or higher degree – no SAT/ACT needed.

7. **DA Form 5339 (June 2006)- (Commanders Evaluation).** - Company Commander must evaluate the Soldier. The following statement must be present "Soldier is IAW AR 600-9." The certification must give exact height and weight Soldier.

8. **DA Form 705** – Commander must supervise the administration of the Army Physical Fitness Test IAW FM 21-20. Applicant must score at least 60 points in each event. At least two tests must be recorded on the DA Form 705. One test will be taken no more than 2 months before the applicant's structured interview. The second test should not be over one year old.

9. **DA Form 5500/5501-R – Body Fat Memo (if necessary)** – Only attach if the soldier exceeds their weight.

10. **Letters of Recommendation** – (Optional). Must be originals. Do not exceed 4; each should not exceed 1-page in length. These letters are optional and must not be over 1-year old. Letters having comments such as “I never met....but based on his or her file I recommend...” have little or no impact. Be reminded letters of recommendation are optional. Not having these letters will not adversely affect the selection process for the applicant.

11. **DA Form 1059** - (PLDC, BNCOC, ANCOE evaluations) (optional).

12. **Enlisted Record Brief** – The form must reflect a GT score of 110 or above and must be current. This is not waiveable. Officer Record Brief for Warrant Officers. This document must be stamped and signed certified true copy from S-1.

13. **DA Form 4255-R** - (Officer Preference Statement). Complete as though soldier is 2LT. DO NOT COMPLETE items 4, 6 & 17. In item 5b indicate your complete MILITARY address & telephone. Item 14, check OTHER and enter OCS. Item 15, check USAR. Item 16, check 3-years.

14. **DA Form 4322** (June 2001) (OCS Contract).- Signed and dated.

15. **Secret Clearance Statement** - An original, signed, verification statement of INTERIM or FINAL SECRET security clearance from your Security Officer. If you intend to apply for OCS and do not have a security clearance, see your Security Officer IMMEDIATELY to initiate a security request. THIS IS ESSENTIAL AND MUST BE TOP PRIORITY. A soldier can apply for OCS without a completed FINAL SECRET clearance. However, if selected for OCS training, an OCS class date will not be given until SECRET clearance has been obtained.

16. **DD Form 2808/2807-1- Report of Medical History** – Completed physical with HIV Test. The HIV test must be within six months of the DA Board. (purpose of physical is APPOINTMENT or COMMISSION or OCS). Physical must be within 9 months from date of application. Physicals up to 12-months old will be accepted, provided no changes have occurred since taking physical. NOTE: All soldiers going to OCS MUST be able to do physical fitness to include running. They should not have a permanent physical profile that would preclude physical fitness training. **907-7639**

17. **DD Form 785 – Record of Disenrollment** - If applicable. This is required only if Soldier was previously disenrolled from Officer Candidate Type Training (OCS, ROTC, USMA). Form will be obtained from the installation that conducted the previous training. No further action will be taken on the application until the form is received. **DA Form 61 must contain a statement that the applicant has overcome deficiencies for which disenrolled.**

18. **Proof of Citizenship** - For applicants, who are not United States Citizens by birth must submit an appropriate statement (AR 135-100, figure 2-1). Do not make facsimiles

or copies of naturalization certificates of citizenship. **Reproducing these certificates or any part of them without proper authority is a felony.**

19. **DA FORM 6256 - AFAST** - Test is only for the soldiers whose first choice is Aviation on their DA Form 61. This test is only for Soldiers applying for Army initial flight training. Area Concentration 15. Soldier must score a 90 or higher to qualify. (Not required for AV warrant officers).

20. **Class 1 Flight Physical** – **Only for Soldiers applying for Army Flight Training.** This may be done with the medical examination required for OCS. However, an applicant may not request for a flight physical medical examination before passing the AFAST. The completed report of medical examination will be sent to the Commander, U.S. Army Aeromedical Center for approval. Approved report will be attached to the OCS application. Physical must have the review stamp of the Army Aeromedical center at Fort Rucker. Application will not be forwarded until this action has been completed.

21. **Conscientious Objector Affidavit** – (If applicable) Applicants who were previously conscientious objector will attach an affidavit stating abandonment of such beliefs and principles. This statement will show that the person is willing to bear arms and give full unqualified service to the United States

DO NOT SUBMIT ANYTHING THAT IS NOT LISTED ABOVE

WRITTEN STATEMENT: Immediately before the structure interview, the panel member will require the applicant to submit a handwritten narrative on legal size paper stating “Why I Want to be an Army Officer.” This narrative gives interviewers a chance to evaluate the applicant’s writing ability to express a desire to serve as a commissioned. The applicant will be allowed a maximum of one hour to complete narrative. Narrative will not exceed one page. No assistance except use of a dictionary and an explanation of the question will be permitted. **This narrative will be done on the date of your structured interview (local board).**